

INSTRUCTIONLibrary Media Centers: Discarding MaterialsA. Generally

The entire collection should be examined at least once a year to find those materials which need to be removed from the shelves, not only those that should be discarded, but also others whose continued use is questionable.

B. Withdrawals

1. Discards (See C following)
2. Questionable titles (check with a standard selection list)
3. Books which need to be rebound by a commercial bindery
4. Books which need minor repair

C. Discards

1. Types of materials for discard
 - a. Multiple copies of one title (if copies are seldom used)
 - b. Books with pages missing
 - c. Titles whose popularity is long passed
 - d. Old editions replaced by revisions and better editions
 - e. Early printing of classics dated by binding and small print
 - f. Books on economics, science, technology, and useful arts that are more than ten (10) years old
 - g. Pamphlet materials when the information has been published in recent books
 - h. Books in unsatisfactory physical condition
 - i. Bound or unbound volumes of magazines that are no longer useful for reference purposes
2. Methods of Discarding
 - a. Mark DISCARD prominently on the materials
 - b. Remove or darken ownership markings
 - c. Remove and destroy all catalog cards
 - d. When possible, give discarded material to students, to classroom teacher, or to public library annual sale
 - e. If material is not suitable or desirable for item "d" the material may be deposited in the county owned dump or sold to a scrap paper dealer

Approved by Division Superintendent: April 6, 1987

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